PLANNING & ZONING PERMITS

To receive Permit documents through e-mail:

Open a new e-mail.
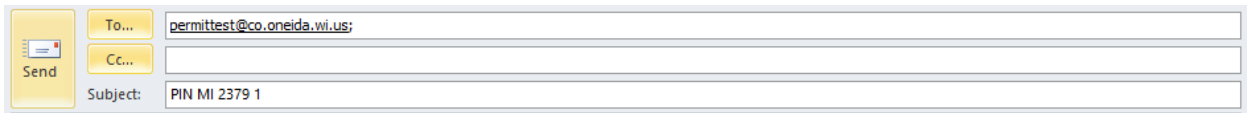
In the 'To...' line type: pzpermits@co.oneida.wi.us

In the 'Subject' line type: PIN MI 2379 1 (the parcel you want permits for)

Do not put anything in the body of the e-mail as it is not read by our system.

Click the 'Send' button.

It's that easy! Well sort of, the Subject field **MUST** be typed in a very specific way in order to get your e-mail back. Your first three characters must be **PIN** (for Parcel Identification Number). Then you must have a **space**. The next two letters must be the **town code**. Then you must have a **space**. The next characters must be the **parcel number**. Then you must have a **space**. The last characters will be the **parcel sub number** (if there is one). If you vary from this at all, an e-mail will not be sent back to you.


If you have done this correctly you will receive an e-mail (or multiple e-mails) back with the permit documents for that parcel. From the time you click 'Send' the e-mail can take about 2-5 minutes. If it has been longer than 5 minutes, check your sent items and make sure you formatted the 'Subject:' line correctly. Depending on your e-mail system, this could take even longer.

If you believe you have done everything correctly and have waited at least 10 minutes, forward your sent e-mail to our helpdesk (helpdesk@co.oneida.wi.us) and we take a look at it as soon as possible.

The E-mail(s) you receive back will look like this:
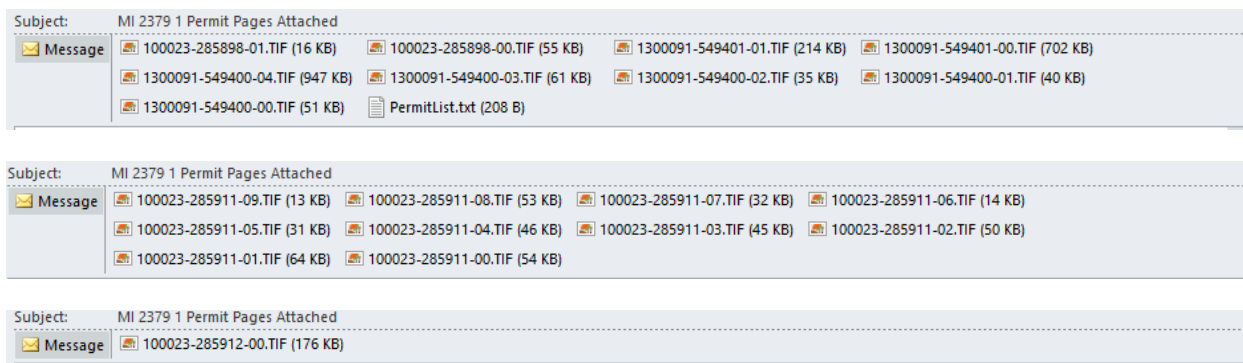
The first e-mail you receive will have up to 10 attachments. The last attachment on the first e-mail will be PermitList.txt. Only the permits that have electronic images from Oneida County will be attached.   If the parcel has more than 10 attachments, you will be sent additional e-mails with the rest. The PermitList.txt file on the first e-mail will tell you which permit numbers have attached images and which do not. If you only receive one e-mail back with PermitList.txt as the only attachment then there are no electronic images for that parcel.

In the PermitList.txt file there will be a list of information about permits for that parcel.
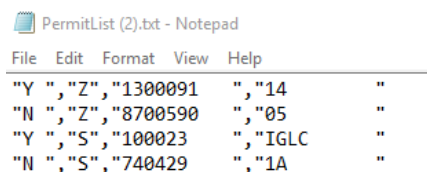
Here is the key to the PermitLIst.txt file:

> The very first character in quotes will be the image flag of "Y"or "N". This is either telling you that "Y" yes there are images attached for that permit or "N" no there are not images attached for that permit. If you want copies of permits that are marked with "N" you will have to call the Planning & Zoning office at 715-369-6130.

> The next character in quotes will be permit type of "S" for Sanitary or "Z" for Zoning.

> The next set of characters in quotes will be the permit number itself. Permits with a subletter like 'A' or 'B' will not have their own images attached but will be included in the parent permit number. Note: the permit numbers start with the 2 digit year of issue.

> The last set of characters in quotes will be the permit code and subtype code. These codes are listed on the attached page.

Hint: We have found that copying all the e-mail attachments for the parcel to a folder on your computer is the best way to look at them in sort order.

PERMIT MASTER FILE CODES

PERMIT TYPE & SUB-TYPE CODES

02		Dwelling
03		Mobile Home
04		Garage/Workshop
05		Store House/Storage Shed
06		Boathouse
07		Addition
	A	Living Area
	B	Basement
	C	Porch
	D	Sunroom
	E	Storage (addition to garage)
	F	Entryway
	G	Loft
08		Remodeling
09		Condominium
	A	New
	B	Conversion
	C	Expansion
10		Sign
	A	On premise
	B	Off premise
12		Deck
13		Conditional Use Permits
	A	Retail Business
	B	Professional or Customer Service Business or Sales Office
	C	Campground
	D	Large scale development
	E	Wetland excavation/filling
	F	Food service or tavern
	G	Gasoline storage
	H	Sawmill
	I	Condominium
	J	Junkyard
	K	Dog kennel/shelter/training facility
	L	Liquid effluent
	M	Mobile home park
	N	Multiple Family Apartments/Duplexes
	O	Other miscellaneous
	P	Short term rental, such as Bed & Breakfast, cabin rental, room rental and similar
	R	Sand and gravel operation
	S	Off premise sign
	T	Telephonic or radio equipment, towers and accessory buildings
	U	Commercial storage/Warehouse
	V	Municipal structures, such as a fire station or town hall
	W	Churches/schools (public & private) 1/07
	X	Agricultural/Farming operation
	Y	Recreational business, such as horse riding, go-carts, mini-golf and similar
	Z	Shoreline alteration/excavation

14	--	Other Miscellaneous (no sub letter)
	A	Replace siding
	B	Replace windows
	C	Replace roof
	D	Early start only
	E	Change of use
	F	Fee (inspection)
	G	~~Sanitary Absorption Area~~
	H	Raze structure
	I	Handicap accessible ramp
15		Rescinded permit (No value 1/96)
16		New Apartment buildings/duplexes (1/96)
17		Renewal of LOP (1/96)
18		Shoreland Alteration Permit
19		Administrative Review Permit
20		Gazebo
21		Home Occupation
22		Withdrawn or Denied permits
23		Hotel/Motel
24		Sexually Oriented Business Permit (10/05)
25		Commercial retail/service/office bldg (10/05)
26		Commercial cold storage bldg (10/05)
27		Camper/RV

PERMIT MASTER FILE CODES

SEPTIC SYSTEM TYPE CODES

1A	Conventional Seepage Bed
1B	Conventional Seepage Trench
1C	Conventional Seepage Pit
1D	Conventional In-Ground Pressure
2D	Alternate Privy
7	Not a private sewage system
1E or **SIF**	Conventional System in fill
2A or **MD**	Mound
2B or **IGP**	In-Ground Pressure
2C or **HT**	Holding Tank
2E or **AG**	At-Grade
3 or **EXP**	Experimental
4 or **TANK**	Tank Only
5 or **REP**	Repairs
6 or **RECON**	Reconnections

AT-RISK	At-Risk
ATU	Aerobic treatment unit
CW	Constructed wetland
DL	Drip line

IGEF	In ground easy flow
IGEFD	In ground easy flow (**dosing**)
IGST	In ground stone (**non-pressurized**)
IGLC	In ground leaching chamber (**non-pressurized**)
IGSTD	In ground stone (**dosing**)
IGLCD	In ground leaching chamber (**dosing**)

ISD	Individual site design
REST	Restoration (physical or chemical)
REV	Revision
RENEWAL	Sanitary Permit Renewal
FILTER	Filter installation only
NSOR	No system of record (used only for "55" records put on the maintenance program w/o soils or system type known)
SPDP	Sanitary permit listed under different parcel number (Ex. condos/shared systems)

Sand Filters

SPSF	Single pass sand filter
RSF	Recirculating sand filter

Nonplumbing sanitary systems

FED/STATE	Co permit not req'd
PP	Pit privy
VP	Vault privy
CT	Composting toilet
IC	Incinerating toilet

R = Replacement   N = New
If the system is no longer in service, never installed, or replaced, the "contact unable" field will be marked with a 'Y'.